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Personnel

AIR FORCE RESERVE ENLISTED
INCENTIVES



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This instruction implements Air Force Policy Directive 36-26, *Military Force Management*. It explains criteria for bonus payments and all other information concerning the bonus program. It requires the maintenance of information protected by the Privacy Act of 1974. Privacy Act Statements are either incorporated in the body of each document or form required by AFRCI 36-102, or in a separate statement accompanying each such document. Do not supplement this instruction.

SUMMARY OF REVISIONS

This revision implements procedures, information, and guidance for the Incentive Bonus Program. It also reorganizes text and updates office symbols.

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Chapter 1

BONUS ELIGIBILITY CRITERIA

1.1. Non-prior Service (NPS) Enlistment Criteria. An incentive is granted to a person who enlists in the Air Force Reserve for a term of 6 years, has a total Reserve obligation of not less than 8 years, successfully completes initial active duty for training (IADT), has a three-level control in the bonus Air Force specialty code (AFSC), and meets the following criteria:

- 1.1.1. Is enlisting in a bonus duty AFSC (DAFSC) in effect on the date of enlistment.
- 1.1.2. Has not previously served in any component of the Armed Forces of the United States for more than 83 days of active duty or active duty for training.
- 1.1.3. Is classified as test score category Air Force Qualifying Test (AFQT) I, II, or III.
- 1.1.4. Is not enlisting to qualify for a civilian position (Air Reserve Technician (ART)) where membership in the Reserve is a condition of employment.
- 1.1.5. Is not enlisting for voluntary assignment to full-time active duty or active duty for training in excess of 90 days in support of the Reserve program (does not include individuals attending formal schools over 90 days in length).
- 1.1.6. Is a graduate of a secondary school who:
 - 1.1.6.1. Possesses a graduate diploma from a high school, regardless of the number of years of attendance.
 - 1.1.6.2. Is attending a secondary school in the senior year, is entering the senior year, or has achieved senior status and, at the time of enlistment, presents documentation that he or she has met all requirements to graduate or is expected to graduate. Documentation is defined as a certificate of graduation, an official school transcript, a statement of completion from an appropriate school official, a letter dated and signed by the principal, vice-principal, or custodian of records, stating the applicant is a high school graduate, or a statement from an appropriate school official that the applicant is expected to graduate.
 - 1.1.6.3. Has lost the original issued high school diploma and has obtained a certificate of graduation, school transcript, a statement of completion, or a letter dated and signed by the principal, vice-principal, or custodian of records which states the applicant is a high school graduate.
 - 1.1.6.4. Has graduated from an accredited secondary school or post-secondary technical/vocational school and presents the diploma, certificate, or transcript at the time of enlistment.
- 1.1.7. Is not eligible for an enlistment incentive if they are an individual enlisting on or after 1 October 1986 who possess a General Education Development (GED) general equivalency certificate unless they meet the criteria specified above.

1.2. Prior Service Enlistment Incentive Eligibility Criteria. Member:

- 1.2.1. Is enlisting in the Air Force Reserve for a term of 3 or 6 years.
- 1.2.2. Is enlisting in a bonus DAFSC in effect on the date of enlistment.
- 1.2.3. Has not previously been granted an incentive in any Reserve component.

- 1.2.4. Is not enlisting under the PALACE CHASE program.
- 1.2.5. Was honorably discharged at the conclusion of previous military service.
- 1.2.6. Is not enlisting to qualify for a civilian position where membership in the Reserve is a condition of employment.
- 1.2.7. Has completed at least 6 years, but no more than 10 (exactly) years total service (based on pay date), at the time of enlistment. **EXCEPTION:** Members who initially enlisted in the armed forces of the United States and incurred no military service obligation (MSO) (see table 1.1) can have less than 6 years.
- 1.2.8. Is not enlisting for voluntary assignment to full-time active duty or active duty for training in excess of 90 days in support of the Reserve program (does not include individuals attending formal schools over 90 days in length).

1.3. Reenlistment Incentive Eligibility Criteria. Member:

- 1.3.1. Reenlists according to AFI 36-2612, *United States Air Force Reserve (USAF) Reenlistment and Retention Program*.
- 1.3.2. Reenlists in a bonus AFSC in effect on the date of reenlistment.
- 1.3.3. Has not previously received an Individual Ready Reserve (IRR), reenlistment, or retraining bonus for service in any Reserve component.
- 1.3.4. Is not reenlisting to qualify for a civilian position where membership in the Reserve is a condition of employment.
- 1.3.5. Is not reenlisting for retainability under the PALACE CHASE Program.
- 1.3.6. Has no more than 10 years (exactly) total service based on pay date at the time of reenlistment.
- 1.3.7. Is required to be a satisfactory participant (cannot have more than four unexcused absences) in the Air Force Reserve and has performed three consecutive authorized four-period unit training assemblies (UTA). This requirement can be met in any combination of UTA attendance immediately before or after the date of reenlistment. Two four-period UTAs performed after the date of reenlistment would meet the participation requirement. Once the participation requirement has been met, the date of entitlement for the incentive is the date of reenlistment. Periods of active duty that occur during a scheduled UTA are authorized substitutions for UTA requirements. **NOTE:** If a member has a bonus, reenlistment more than 30 days before their ETS requires a waiver from HQ AFRC/DPRV unless they are reenlisting for the Montgomery G.I. Bill.

1.4. Affiliation Incentive Eligibility Criteria. Member:

- 1.4.1. Is affiliating directly from the regular Air Force or inactive status (ARPC).
- 1.4.2. Is required to have completed less than 6 years of their MSO.
- 1.4.3. Is being assigned duty in a bonus AFSC in effect on the member's effective date of change of strength accountability assignment (EDCSA) and possesses at least a three-level CAFSC or second AFSC in that duty. **EXCEPTION:** Individuals assigned duty in an AFSC who attend the same three-level technical course are eligible for the affiliation incentive, provided otherwise qualified.

1.4.4. Has completed or was released early under honorable conditions from his or her active duty obligation and has a Reserve obligation under Section 651 of Title 10, U.S.C. or Section 6(d)(1) of the Military Selective Service Act.

1.4.5. Has not previously participated in any active Reserve program.

1.4.6. Is not affiliating under the PALACE CHASE program.

1.4.7. Is not affiliating to qualify for a civilian position where membership in the Reserve is a condition of employment.

1.5. Retraining Guidance. The intent of the retraining bonus is to provide an incentive to those members already assigned to a unit in a non-bonus AFSC to retrain and later reenlist into a bonus AFSC at their current unit of assignment locale, that is, no change in servicing Military Personnel Flight (MPF) identification (ID). Therefore, if a member is transferring from one servicing MPF to another and is retraining and reenlisting concurrently with their transfer, he or she will not be eligible for retraining bonus, for example, a member currently assigned to MPF servicing R9 in AFSC 4N0X1 (non-bonus) transferring to MPF servicing ID W9, AFSC 2W0X1B (bonus) would not be eligible to receive a retraining incentive (bonus).

1.6. Retraining Incentive Eligibility Criteria. Member:

1.6.1. Is assigned to the unit program in a non-bonus AFSC, reenlisting within the same wing or group (locale), who successfully completes the three-level retraining, and is awarded the three-level bonus CAFSC.

1.6.2. Is retraining into a bonus DAFSC in effect on the date retraining is approved, that is, date entered Training Status Code (TSC); M,E.

1.6.3. Has not previously received an IRR, reenlistment, retraining bonus for service in any Reserve component.

1.6.4. Is not retraining to qualify for a civilian position where membership in the Reserve is a condition of employment.

1.6.5. Has no more than 10 years (exactly) total service based on pay date at the time of reenlistment.

1.6.6. Is a satisfactory participant in the Air Force Reserve and has performed three authorized four-period UTAs at the time of reenlistment.

1.6.7. Is not applying for retraining concurrent with assignment to the Air Force Reserve, that is, coming from inactive reserve status (ARPC), active duty, other units, or IMA program.

1.6.8. Is not requesting reenlistment more than 36 months before current expiration of term of service (ETS). This does not include any extensions for retainability for retraining. The member cannot request reenlistment more than 30 days before current ETS if currently receiving an enlistment or affiliation bonus. **NOTE:** Follow normal retraining approval requirements according to AFRCR 39-4 (AFI 36-2626). Service retainability, if required, is obtained through extension of current reenlistment. If the member requires more than 23 months of extension, reenlistment for a term of 2 years is authorized and the remaining retainability is by extension.

Table 1.1. Military Service Obligation.

R U L E	A	B	C
	If individual initially became a member of a Uniformed Service	and is a	then the MSO is
1	on or after 10 Aug 55 in a Reserve component upon completing an officer training program and serving 3 to 6 months ADT in lieu of 2 or more years EAD	male officer (before his 26th birthday)	8 years.
2	on or after 1 Feb 78 in a Reserve component upon completing an officer training program and serving 3 to 6 months ADT in lieu of 2 or more years EAD	female officer (before her 26th birthday)	8 years.
3	between 8 Aug 55 and 10 Nov 79 (excluding members in Rule 1)	male, officer or enlisted (before his 26th birthday)	6 years.
4	between 31 Jan 78 and 10 Nov 79 (excluding members in Rule 2)	female, officer or enlisted (before her 26th birthday)	6 years.
5	between 9 Nov 79 and 1 Jun 84 (excluding members in Rule 1 or 2)	male or female officer or enlisted, regardless of age	6 years.
6	on or after 1 Jun 84	male or female officer or enlisted, regardless of age	8 years.

NOTE: If none of the rules above applies to the member, he or she did not incur an MSO.

Chapter 2

INCENTIVE ELIGIBILITY

2.1. Incentive Eligibility Amounts. Refer to table 2.1, table 2.2, table 2.3, table 2.4, and table 2.5 for payment schedules. **NOTE:** All bonuses are paid based on UTA participation on the anniversary date of entitlement.

2.1.1. Pay Non-prior service bonuses upon entitlement to eligible persons in the amount of the variable (A1) in effect at the time the member enlisted. Authorized variable amounts are \$2,000 (before 1 October 93) and \$5,000 (after 1 October 93). (see table 2.4)

2.1.2. Pay Prior service bonuses upon entitlement to eligible persons in variable amounts as follows:

2.1.2.1. Variable 5--\$1,250 for a member enlisting for a term of 3 years before 1 July 95, and \$2,500 after 1 July 95 (see table 2.5).

2.1.2.2. Variable 6--\$2,500 for a member enlisting for a term of 6 years before 1 July 95, and \$5,000 after 1 July 95 (see table 2.5).

2.1.3. Pay Reenlistment or retraining bonuses upon entitlement to eligible members in variable amounts as follows:

2.1.3.1. Variable 4--\$2,500 for a person possessing less than 6 years total service based on pay date before 1 July 95 and \$5,000 after 1 July 95 (see table 2.5).

2.1.3.2. Variable 5--\$1,250 for a person possessing at least 6, but no more than 10 years (exactly) of total service based on pay date who reenlists for a period of 3, 4, or 5 years before 1 July 95, and \$2,500 after 1 July 95 (see table 2.5).

2.1.3.3. Variable 6--\$2,500 for a person possessing more than 6 years total service based on pay date before 1 July 95, and \$5,000 after 1 July 95 (see table 2.5) reenlisting for 6 years.

2.1.4. Pay Affiliation bonuses upon entitlement to be eligible members on a basis of \$50 per month for each month of remaining obligated service. Determine remaining obligated service as follows: subtract EDCSA (YR and MO) from ETS (YR and MO). To determine ETS, subtract 2 years from ETO.

2.1.4.1. Variable 7--up to \$600 for 12 months or less.

2.1.4.2. Variable 8--up to \$1200 for at least 13, but not more than 24 months.

2.2. Briefing. The most frequent cause of inquiries and complaints on incentive bonuses stem from personnel who claim they were promised an incentive bonus. MPFs and recruiting personnel should exercise care and discretion in explaining bonus eligibility and entitlement criteria, net amount of bonus, and the fact that bonus AFSC lists change during the course of the fiscal year. Eligibility for a bonus depends on the member meeting eligibility requirements and the bonus AFSC list in effect at the time of enlistment, reenlistment, affiliation, or approval of retraining. Entitlement begins with approval of the AFRC Form 103, **Application for Incentive Participation**, by HQ AFRC/DPRV. Emphasize eligibility and entitlement along with bonus termination policies when counseling potential bonus recipients. Thorough briefings on the bonus program may prevent unnecessary corrections of military records.

Table 2.1. Payment Schedule Effected On Or Before 30 September 1986.

R U L E	A	B	C	D	E	F	G	H
	VAR	Initial Amount Authorized Upon Entitle- ment	Amount payable upon satisfactory completion of each year					
			1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr	6th Yr
1	1	\$1,000	NA	\$250	\$250	\$500	NA	NA
2	2	\$750	NA	\$200	\$200	\$350	NA	NA
3	3	\$500	NA	\$125	\$125	\$250	NA	NA
4	4	\$900	\$150	\$150	\$150	\$150	\$150	\$150
5	5	\$450	\$150	\$150	\$150	NA	NA	NA
6	6	\$900	\$150	\$150	\$150	\$150	\$150	\$150
7	7	\$50 for each month of remain- ing MSO	NA	NA	NA	NA	NA	NA
8	8	1/2 of the amount based on \$50 for each month of remaining MSO	NA	NA	NA	NA	1/2 of the amount based on \$50 for each month of remaining MSO	NA
9	ED Asst	up to \$1000	up to \$1000	up to \$1000	up to \$1000	up to \$1000 pro- vided total amount has not exceeded \$4000	up to \$1000 provided total amount has not exceeded \$4000	up to \$1000 provided total amount has not exceeded \$4000

Table 2.2. Payment Schedule Effected On Or After 1 October 1986.

R U L E	A	B	C	D	E	F	G	H
	VAR	Initial Amount Authorized Upon Entitlement	Amount payable upon satisfactory completion of each year.					
			1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr	6th Yr
1	1	\$1000	NA	\$200	\$200	\$200	\$200	\$200
2	2	\$750	NA	\$150	\$150	\$150	\$150	\$150
3	3	\$500	NA	\$100	\$100	\$100	\$100	\$100

4	4	\$1000	\$250	\$250	\$250	\$250	\$250	\$250
5	5	\$500	\$250	\$250	\$250	NA	NA	NA
6	6	\$1000	\$250	\$250	\$250	\$250	\$250	\$250
7	7	\$50 for each month remaining obligated service	NA	NA	NA	NA	NA	NA
8	8	1/2 of the amount based on \$50 for each month of remaining obligated service	NA	NA	NA	NA	1/2 of the amount based on \$50 for each month of remaining obligated service	NA

Table 2.3. Payment Schedule Effected On Or After 1 October 1988.

Payable upon satisfactory completion of each year or year of Termination (See note.)								
RULE	UTA	VAR 1	VAR 2	VAR 3	VAR 4	VAR 5	VAR 6	VAR 7/8
1	1	6.94	5.21	3.47	8.68	8.68	8.68	12.50
	2	13.89	10.42	6.94	17.36	17.36	17.36	25.00
	3	20.83	15.63	10.41	26.04	26.04	26.04	37.50
	4	27.78	20.83	13.88	34.72	34.72	34.72	50.00
2	5	34.72	26.04	17.36	43.40	43.40	43.40	62.50
	6	41.67	31.25	20.83	52.08	52.08	52.08	75.00
	7	48.61	36.46	24.30	60.76	60.76	60.76	87.50
	8	55.55	41.67	27.77	69.44	69.44	69.44	100.00
3	9	62.50	46.88	31.24	78.12	78.12	78.12	112.50
	10	69.44	52.08	34.72	86.80	86.80	86.80	125.00
	11	76.39	57.29	38.19	95.48	95.48	95.48	137.50
	12	83.33	62.50	41.66	104.16	104.16	104.16	150.00
4	13	90.28	67.71	45.13	112.84	112.84	112.84	162.50
	14	97.22	72.92	48.61	121.52	121.52	121.84	175.00
	15	104.16	78.13	52.08	130.20	130.20	130.20	187.50
	16	111.11	83.33	55.55	138.88	138.88	138.88	200.00

5	17	118.05	88.54	59.04	147.56	147.56	147.56	212.50
	18	125.00	93.75	62.49	156.25	156.25	156.25	225.00
	19	131.94	98.96	65.97	164.93	164.93	164.93	237.50
	20	138.89	104.17	69.44	173.61	173.61	173.61	250.00
6	21	145.83	109.38	72.91	182.29	182.29	182.29	262.50
	22	152.78	114.58	76.38	190.97	190.97	190.97	275.00
	23	159.72	119.79	79.86	199.65	199.65	199.65	287.50
	24	166.66	125.00	83.33	208.33	208.33	208.33	300.00
7	25	173.61	130.21	86.80	217.01	217.01	217.01	312.50
	26	180.55	135.42	90.27	225.69	225.69	225.69	325.00
	27	187.50	140.63	93.74	234.37	234.37	234.37	337.50
	28	194.44	145.83	97.22	243.05	243.05	243.05	350.00
8	29	201.39	151.04	100.69	251.73	251.73	251.73	362.50
	30	208.33	156.25	104.16	260.41	260.41	260.41	375.00
	31	215.28	161.46	107.63	269.09	269.09	269.09	387.50
	32	222.22	166.67	111.10	277.77	277.77	277.77	400.00
9	33	229.16	171.88	114.58	286.45	286.45	286.45	412.50
	34	236.11	177.08	118.05	295.13	295.13	295.13	425.00
	35	243.05	182.29	121.52	303.81	303.81	303.81	437.50
	36	250.00	187.50	124.99	312.49	312.49	312.49	450.00
10	37	256.94	192.71	128.47	321.17	321.17	321.17	462.50
	38	263.89	197.92	131.94	329.86	329.86	329.86	475.00
	39	270.83	203.13	135.41	338.54	338.54	338.54	487.50
	40	277.77	208.33	138.88	347.22	347.22	347.22	500.00
11	41	284.72	213.54	142.35	355.90	355.90	355.90	512.50
	42	291.66	218.75	145.83	364.58	364.58	364.58	525.00
	43	298.61	223.96	149.30	373.26	373.26	373.26	537.50
	44	305.55	229.17	152.77	381.94	381.94	381.94	550.00
12	45	312.50	234.38	156.24	390.62	390.62	390.62	562.50
	46	319.44	239.58	159.72	399.62	399.62	399.62	575.00
	47	326.39	244.79	163.19	407.98	407.98	407.98	587.50
	48	333.33	250.00	166.66	416.66	416.66	416.66	600.00

NOTE: Var 1 and 5 add .02; Var 3, 4 and 6 add .04 to final payment.

Table 2.4. Payment Schedule Effected On Or After 1 October 1993.

R U L E	A	B	C	D	E	F
	UTAS PER- FORMED	Amount payable upon satisfactory completion of each year or year of termination				
		VAR 1	VAR 4	VAR 5	VAR 6	VAR 7/8
1	1	17.36	8.68	8.68	8.68	12.50
	2	34.72	17.36	17.36	17.36	25.00
	3	52.08	26.04	26.04	26.04	37.50
	4	69.44	34.72	34.72	34.72	50.00
2	5	86.80	43.40	43.40	43.40	62.50
	6	104.16	52.08	52.08	52.08	75.00
	7	121.52	60.76	60.76	60.76	87.50
	8	138.58	69.44	69.44	69.44	100.00
3	9	156.24	78.12	78.12	78.12	112.50
	10	173.60	86.80	86.80	86.80	125.00
	11	190.96	95.48	95.48	95.48	137.50
	12	208.32	104.16	104.16	104.16	150.00
4	13	225.68	112.84	112.84	112.84	162.50
	14	243.04	121.52	121.52	121.52	175.00
	15	260.40	130.20	130.20	130.20	187.50
	16	277.76	138.88	138.88	138.88	200.00
5	17	295.12	147.56	147.56	147.56	212.50
	18	312.48	156.25	156.25	156.25	225.00
	19	329.84	164.93	164.93	164.93	237.50
	20	347.20	173.61	173.61	173.61	250.00
6	21	364.56	182.29	182.29	182.29	262.50
	22	381.92	190.97	190.97	190.97	275.00
	23	399.28	199.65	199.65	199.65	287.50
	24	416.64	208.33	208.33	208.33	300.00
7	25	434.00	217.01	217.01	217.01	312.50
	26	451.36	225.69	225.69	225.69	325.00
	27	468.72	234.37	234.37	234.37	337.50
	28	486.08	243.05	243.05	243.05	350.00

8	29	503.44	251.73	251.73	251.73	362.52
	30	520.80	260.41	260.41	260.41	375.00
	31	538.16	269.09	269.09	269.09	387.50
	32	555.52	277.77	277.77	277.77	400.00
9	33	572.88	286.45	286.45	286.45	412.50
	34	590.24	295.13	295.13	295.13	425.00
	35	607.60	303.81	303.81	303.81	437.50
	36	624.96	312.49	312.49	312.49	450.00
10	37	642.32	321.17	321.17	321.17	462.50
	38	659.68	329.86	329.86	329.86	475.00
	39	677.04	338.54	338.54	338.54	487.50
	40	694.40	347.22	347.22	347.22	500.00
11	41	711.76	355.90	355.90	355.90	512.50
	42	729.12	364.58	364.58	364.58	525.00
	43	746.48	373.26	373.26	373.26	537.50
	44	763.84	381.94	381.94	381.94	550.00
12	45	781.20	390.62	390.62	390.62	562.50
	46	798.56	399.30	399.30	399.30	575.00
	47	815.92	407.98	407.98	407.98	587.50
	48	833.33	416.66	416.66	416.66	600.00

NOTE: Var 1 and 5 add .02; Var 4 and 6 add .04 to final payment.

Table 2.5. Payment Schedule Effected On Or After 1 July 1995.

R U L E	A	B	C	D	E	F
	UTAS PER- FORMED	Amount payable upon satisfactory completion of each year or year of termination				
		VAR 1	VAR 4	VAR 5	VAR 6	VAR 7/8
1	1	17.36	17.36	17.36	17.36	12.50
	2	34.72	34.72	34.72	34.72	25.00
	3	52.08	52.08	52.08	52.08	37.50
	4	69.44	69.44	69.44	69.44	50.00

2	5	86.80	86.80	86.80	86.80	62.50
	6	104.16	104.16	104.16	104.16	75.00
	7	121.52	121.52	121.52	121.52	87.50
	8	138.58	138.58	138.58	138.58	100.00
3	9	156.24	156.24	156.24	156.24	112.50
	10	173.60	173.60	173.60	173.60	125.00
	11	190.96	190.96	190.96	190.96	137.50
	12	208.32	208.32	208.32	208.32	150.00
4	13	225.68	225.68	225.68	225.68	162.50
	14	243.04	243.04	243.04	243.04	175.00
	15	260.40	260.40	260.40	260.40	187.50
	16	277.76	277.76	277.76	277.76	200.00
5	17	295.12	295.12	295.12	295.12	212.50
	18	312.48	312.48	312.48	312.48	225.00
	19	329.84	329.84	329.84	329.84	237.50
	20	347.20	347.20	347.20	347.20	250.00
6	21	364.56	364.56	364.56	364.56	262.50
	22	381.92	381.92	381.92	381.92	275.00
	23	399.28	399.28	399.28	399.28	287.50
	24	416.64	416.64	416.64	416.64	300.00
7	25	434.00	434.00	434.00	434.00	312.50
	26	451.36	451.36	451.36	451.36	325.00
	27	468.72	468.72	468.72	468.72	337.50
	28	486.08	486.08	486.08	486.08	350.00
8	29	503.44	503.44	503.44	503.44	362.52
	30	520.80	520.80	520.80	520.80	375.00
	31	538.16	538.16	538.16	538.16	387.50
	32	555.52	555.52	555.52	555.52	400.00
9	33	572.88	572.88	572.88	572.88	412.50
	34	590.24	590.24	590.24	590.24	425.00
	35	607.60	607.60	607.60	607.60	437.50
	36	624.96	624.96	624.96	624.96	450.00

10	37	642.32	642.32	642.32	642.32	462.50
	38	659.68	659.68	659.68	659.68	475.00
	39	677.04	677.04	677.04	677.04	487.50
	40	694.40	694.40	694.40	694.40	500.00
11	41	711.76	711.76	711.76	711.76	512.50
	42	729.12	729.12	729.12	729.12	525.00
	43	746.48	746.48	746.48	746.48	537.50
	44	763.84	763.84	763.84	763.84	550.00
12	45	781.20	781.20	781.20	781.20	562.50
	46	798.56	798.56	798.56	798.56	575.00
	47	815.92	815.92	815.92	815.92	587.50
	48	833.33	833.33	833.33	833.33	600.00

NOTE: Var 1, 4 and 6 add .02; Var 5 add .01 to final payment.

Chapter 3

BONUS AFSC LIST

3.1. Bonus AFSC List Selection:

3.1.1. Wing and group commanders with the assistance of their personnel and recruiting functions identify specific AFSCs within their servicing jurisdiction, to include geographically separated units (GSUs) that are eligible for an incentive.

3.1.2. Specific AFSCs are defined as AFSCs within the authorized skills list provided by HQ AFRC/DPRV. For example, within authorized skills list AFSC 4N0X1, there are four specific AFSCs-4N0X1, 4N0X1A, 4N0X1B and X4N0X1. 4N0XX is not a specific AFSC. Each specific AFSC is reviewed and initially selected based on less than 100 percent "NONART" basewide manning to include GSUs. If manning in a specific AFSC is 100 percent or more, the AFSC cannot be selected as a bonus AFSC. Specific AFSCs manned at less than 100 percent can be selected; however, if assigned versus authorized difference is less than 10, then one or more of the following selection criteria are applied:

- 3.1.2.1. Chronic and persistent shortages.
- 3.1.2.2. Projected losses based on history.
- 3.1.2.3. Projected unit manning document (UMD) increases.
- 3.1.2.4. High replacement costs.
- 3.1.2.5. Unattractive specialty.
- 3.1.2.6. Historical difficulty in recruiting.

3.1.3. If all specific AFSCs meet the criteria, the bonus AFSC is 4N0X1; if only prefix "X" meets the criteria, the bonus AFSC is X4N0X1; if only suffix A meets the criteria, the bonus AFSC is 4N0X1A and so forth.

3.2. Bonus List Processing:

3.2.1. Send unit lists to arrive at HQ AFRC/DPRV not later than 15 May and 15 November each year.

3.2.2. Lists by individual MPF contain authorized, assigned, percent manning, and recommendation of MPF for each AFSC listed. The selection request requires an approval letter signed by the wing or group commander.

3.2.3. HQ AFRC/DPRV prepares and distributes a consolidated list reflecting all authorized bonus AFSCs and applicable units. These lists are effective for the periods of 1 January through 30 June and 1 July through 31 December. During this time, no AFSCs will be added or deleted. Once an AFSC is selected as a bonus AFSC, manning in that AFSC during the effective period of the list is not an issue.

Chapter 4

NOTIFICATION REQUIREMENTS

4.1. Requirements. Retention Program Managers notify, in writing, those members whose DAFSC is on the current bonus AFSC list, are within the 6-month reenlistment window, and otherwise eligible to receive an incentive, that their DAFSC may not be authorized an incentive effective with the publication of the new list. Advise these individuals that reenlistment prior to the effective date of the new list will ensure their bonus eligibility.

4.2. Obligation, Participation and Agreement:

4.2.1. In order to qualify for any incentive, the member obligates himself or herself contractually to serve satisfactorily in the Air Force Reserve for the full term of enlistment, reenlistment, affiliation or retraining contract for which a bonus was paid. This individual further obligates himself or herself to continue to serve in the same bonus AFSC unless a continuation waiver has been approved by HQ AFRC/DPRV for the convenience of the government. Reenlistment other than for the Montgomery G.I. Bill is authorized only during the 30 days preceding ETS.

4.2.2. Satisfactory participation (not more than four unexcused absences) is for a 12-month period without regard to fiscal, calendar, or anniversary year.

4.2.3. At the time of enlistment, reenlistment, affiliation or approval of retraining, the member signs Item 9a, AFRC Form 103, to certify that he or she has been informed of and understands the conditions under which incremental payments are made. This agreement states the terms of the Reserve commitment which entitles the member to an incentive.

Chapter 5

PROCESSING AFRC FORM 103

5.1. Processing Initial AFRC Form 103. Update Data Identification Name (DIN) RHI to "P" for new incentive participants before forwarding AFRC Form 103 to HQ AFRC/DPRV. Use AFRC Form 103 to request authorization for incentive participation. Prepare as follows: Type in one original according to table 5.1. After approval, the original is returned and copies can be made as required. **NOTE:** Letter of authority to sign AFRC Form 103 (Block 10a) is on file at HQ AFRC/DPRV.

5.2. Non-Prior Service Enlistment:

5.2.1. On the date of enlistment, verify that the member meets all eligibility criteria.

5.2.2. Prepare AFRC Form 103 and suspense for completion of IADT and award of three-level.

5.3. Prior Service Enlistment:

5.3.1. If the member possesses at least a three-level bonus CAFSC on the date of enlistment, verify that the member meets all eligibility criteria. After verification, prepare AFRC Form 103 and submit to HQ AFRC/DPRV for approval.

5.3.2. If the member does not possess a three-level bonus CAFSC on the date of enlistment. Verify that the member meets all eligibility criteria. After verification, prepare the AFRC Form 103 and suspense for award of three-level bonus CAFSC.

5.4. Reenlistment:

5.4.1. If the member possesses at least a three-level bonus CAFSC on date of reenlistment, verify that individual meets all eligibility criteria. After verification, prepare the AFRC Form 103 and submit to HQ AFRC/DPRV for approval.

5.4.2. If the member does not possess a three-level bonus CAFSC on the date of reenlistment, verify that the member meets all eligibility criteria. After verification, prepare the AFRC Form 103 and suspense for award of three-level bonus CAFSC.

5.5. Affiliation. On the date of affiliation (EDCSA), verify that the member meets all eligibility criteria. After verification, prepare AFRC Form 103. For members attending the same three-level technical school that do not possess the three-level bonus CAFSC, suspense for award of three-level bonus CAFSC.

5.6. Retraining. On the date retraining is approved, verify the member meets all eligibility criteria. After verification, prepare AFRC Form 103 and suspense for award of the three-level bonus CAFSC.

5.7. Forwarding AFRC Form 103:

5.7.1. Forward AFRC Form 103 (original) to HQ AFRC/DPRV.

5.7.2. HQ AFRC/DPRV grants authority to pay the bonus via approved AFRC Form 103. The original of the approved AFRC Form 103 is returned to the originator.

5.7.3. File the original of the approved AFRC Form 103 in Section IV of the unit personnel records group (UPRG) and provide the member with a copy. File incremental payment letters and other bonus correspondence with the original AFRC Form 103. Staple and file in order by date.

Table 5.1. Preparation of AFRC Form 103.

ITEM NR	DESCRIPTION	EXPLANATION OR ENTRY
Section I	To be completed by Retention Program Manager.	
1.	Name	Last name, first name and middle initial.
2.	SSN	Sample: 123-45-6789.
3.	Grade	Sample: A1C, Sgt, SSgt, etc.
4.	Pas	Personnel accounting symbol. Sample: R70QFTGV.
5.	Incentive Type	Check appropriate clock.
6.	Bonus Data	Date of enlistment or reenlistment.
a.	DOE	
b.	DAFSC and CAFSC	Member's current Duty AFSC and Control AFSC.
c.	Pay Date	Enter current pay date.
d.	TOE	Check appropriate block.
e.	Previous ETS (based on DD Form 4)	ETS from previous enlistment or reenlistment (if serving on an extension, indicate the extended ETS in Item 8.)
f.	Date awarded three level	Enter approval date.
g.	Date completed IADT	Date the member was released from IADT.
h.	Number unexcused absences	number currently on file.
i.	EDCSA	Effective date of change of strength accountability: Enter date gained to unit of assignment.
j.	ETO	Expiration of term of obligation: Enter date of completion of 6 or 8 year MSO.
k.	Date retraining is approved	Self-explanatory.
l.	Previous incentive type	Check appropriate block.
7.	Statement of Understanding	Mandatory reading for all incentive applicants.

8.	Remarks	For use by the Retention Program Manager.
9a. and 9b.	Member's signature and date	The member will sign and date before the application is sent to HQ AFRC/DPRV.
10a. and 10b.	Retention Program Manager signature and date	The Retention Program Manager will sign and date on the day the application is sent to HQ AFRC/DPRV.
Section II	To be completed by HQ AFRC/DPRV	
Section III	To be completed by the Retention Program Manager	
15.	Termination Date	Self-Explanatory.
16a.	Termination Reason	*Specific reason for termination.
16b.	Date of final payment	Self-explanatory.
17.	RPM signature and date	Self-explanatory.

*Example: unsatisfactory participation (more than 4 unexcused absences), reassignment to ANG, member volunteered for reassignment to ARPC.

Chapter 6

PROCESSING ENTITLEMENT REQUESTS

6.1. Incentive Program:

6.1.1. Delete the computer-generated certification letter. Use a manual certification letter (attachment 1) only when the computer generated letter is not produced. Certification letters are signed by the Retention program manager.

6.1.2. Submit the request to the Reserve payroll office for payment upon completion of the member's anniversary date according to appropriate pay schedule. (See table 2.1, table 2.2, table 2.3, table 2.4, and table 2.5). Include the amount and date of current and next payment due, if applicable.

6.1.3. Base payment on the number of UTA periods performed during the anniversary year.

6.1.4. Grant credit for missed UTAs only when the member has been medically excused by Air Force Form 422, **Physical Profile Report**, or performs a period of active duty that occurs during his or her scheduled UTA.

6.1.5. Authorize payment for 52 scheduled UTA periods when the previous anniversary year had 44 scheduled UTA periods.

6.1.6. Make final payment before termination is requested. Provide the date of final payment in the appropriate block on the AFRC Form 103 when submitted to HQ AFRC/DPRV for termination.

6.1.7. Attach a copy of the certification letter to the original approved AFRC Form 103 filed in Section IV of the UPRG.

Chapter 7

TRANSFER BETWEEN AIR FORCE RESERVE UNITS OR BETWEEN UNIT AND IMA PROGRAM

7.1. If the member entered the bonus program on 1 June 1987 or later, he or she is terminated by the losing MPF/DPM (Career Enhancement) on their EDCSA if transferring to the IMA Program. IMAs transferring to the unit program for duty in the same bonus AFSC are automatically continued, provided that AFSC is a bonus AFSC in the unit of assignment on EDCSA. Continuation other than the above is not authorized and the gaining MPF/DPM (career enhancement) will terminate the member not meeting the continuation criteria. **NOTE:** If a member has a spouse who is transferring to an area where the AFSC is not a bonus, continuation may be requested. However, forward a copy of the spouse's transfer order along with the request to HQ AFRC/DPRV.

Chapter 8

TERMINATION, WITHHOLDING, AND REINSTATEMENT

8.1. Termination and Withholding:

8.1.1. Terminate entitlement to bonus payments:

8.1.1.1. According to table 8.1.

8.1.1.2. Upon completion of bonus contract for members who reenlisted for the Montgomery G.I. Bill.

8.1.1.3. When the member reenlisted for more than 3 years and received a Variable 5 bonus.

8.1.1.4. When the member reenlisted for 6 years from the date retraining is approved.

8.1.2. Remove original AFRC Form 103 from the UPRG and complete the termination section according to attachment 2. If the AFRC Form 103 is not available, prepare a letter containing the same information required on the form. Make a copy of the original AFRC Form 103 or letter and forward the original to HQ AFRC/DPRV. File the copy in the UPRG. Remove AFRC Form 103 and all applicable attachments from the UPRG upon expiration of enlistment, reenlistment, affiliation, or retraining contract for which the bonus was paid.

8.1.3. HQ AFRC/DPRV inputs the appropriate termination reason code and date of termination via PTI47K (termination or withholding).

8.1.4. Nonavailability is defined as:

8.1.4.1. Voluntary recall to active duty in direct support of the Air Force Reserve.

8.1.4.2. Temporary overseas residence, missionary obligation, overseas employment obligation, etc.

8.1.4.2.1. Members who incur a period of authorized non-availability are not terminated. They are temporarily assigned to the Standby Reserve and required to extend their enlistment or reenlistment period in the Ready Reserve to cover the period of non-availability so that upon return they are able to serve the full contract period for bonus. During the period of non-availability, the member is not entitled to subsequent incentive payments. Entitlement to subsequent payments resumes on the adjusted anniversary date computed by HQ AFRC/DPRV.

8.1.4.3. Valid personal reasons for up to 1 year.

8.1.4.3.1. Members who incur such a period of authorized non-availability are not terminated. They are temporarily assigned to the IRR and are required to extend their enlistment or reenlistment period in the Ready Reserve to cover the period of non-availability so that upon their return they are able to serve the full contract period for bonus. During the period of non-availability, the member is not entitled to subsequent incentive payments. Additionally, the member's anniversary date for payment is adjusted upon their return to be computed by HQ AFRC/DPRV.

8.1.5. Take withholding action when a member has incurred an authorized period of non-availability.

8.1.5.1. MPF/DPM (career enhancement) Retention program manager prepares a letter containing the member's grade, name, social security number (SSN), authorization number, and the date non-availability begins and sends it to HQ AFRC/DPRV. HQ AFRC/DPRV inputs PTI47K (B03 Type 2) action with termination reason "7" (payment deferred).

8.1.5.2. Upon the member's return from the period of authorized non-availability, the retention program manager prepares a letter containing the member's name, grade, SSN, authorization number, date non-availability began and ended, and date last incentive payment was made. HQ AFRC/DPRV reactivates the member's incentive status by input of PTI47K (B03 Type 2) with termination reason "8" (payment released) and advises the MPF of adjusted anniversary date for future incremental payments.

8.2. Reinstatement:

8.2.1. Request reinstatement only when a member has been terminated erroneously, that is, unsatisfactory participation that has been excused by proper authority.

8.2.1.1. When it has been determined that a member should be reinstated, the retention program manager:

8.2.1.1.1. Prepares a letter containing the member's name, grade, SSN, authorization number, reason for reinstatement, and a statement that the member has maintained satisfactory participation. Send the letter to HQ AFRC/DPRV.

8.2.1.1.2. HQ AFRC/DPRV approves the reinstatement via letter and input of PTI47R (B03 Type 3) action to PDS to remove termination information.

8.2.1.1.3. The retention program manager attaches a copy of the approval letter to a copy of the approved AFRC Form 103 and file in the UPRG.

Table 8.1. Termination of Incentive Bonus.

RULE	Bonus will be terminated if a member	Recoupment action
1	fails to participate satisfactorily in the Air Force Reserve according to established directives. (See note)	None
2	accepts a civilian position where membership in the Reserve is a condition of employment	None
3	separates from the Air Force Reserve for any reason (including enlistment or voluntary recall into the active force.).	None
4	accepts an immediate appointment as an officer	None
5	moves out of bonus qualifying AFSC.	None
6	fails to extend contract term for a period of authorized nonavailability.	None
7	voluntarily requests removal.	None
8	completes 6 years service.	None
9	enlists more than 30 days before ETS.	is not required, unless the member will receive another bonus.

NOTE: Acquires 5th unexcused absence.

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

ART—Air Reserve Technician

AFQT—Air Force Qualifying Test

CAFSC—Control Air Force Specialty Code

DAFSC—Duty Air Force Specialty Code

DIN—Data Identification Number

EDCSA—Effective Date of Change of Strength Accountability

EFORMS—Electronic Forms (computer-generated)

ETO—Expiration Term of Obligation

ETS—Expiration Term of Service

GED—General Education Development

G.I. BILL—Montgomery Government Issue Bill

GSU—Geographically Separated Unit

HAF—Headquarters Air Force

IADT—Initial Active Duty Training

ID—Identification

IMA—Individual Mobilization Augmentee

IRR—Individual Ready Reserve

MSO—Military Service Obligation

NAF—Numbered Air Force

SSN—Social Security Number

UTA—Unit Training Assembly

Terms

Active Duty for Training (ADT).—A tour of active duty used for training members of Reserve components. The aim is to make available to the Armed Forces trained units and qualified persons for service during war, national emergencies, or at other times as national security requires. The member is under orders until the period of active duty for training is completed. When ADT ends, the member returns to inactive status. **NOTE:** ADT includes annual training of enlistees with no prior service.

Extended Active Duty (EAD).—A tour of active duty (normally for more than 90 days) performed by a member of the Air Reserve components. Strength accountability for persons on EAD shifts to the active force. Active duty for training and active duty in a service academy or armed forces preparatory school are not creditable as extended active duty.

Individual Mobilization Augmentee (IMA).—An individual reservist (Training Categories A, B, D) who attends drills, receives training, and is preassigned to an active component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on or shortly after mobilization.

- IMAs train on a part-time basis with these organizations to prepare for mobilization.
- Inactive duty training for IMAs is decided by component policy and can vary from none to 48 drills a year.

Military Service Obligation (MSO).—The time that a member must serve in a regular or Reserve component of the armed forces as required by the Military Selective Service Act of 1967 or Title 10 U.S.C. 651, as amended.

Attachment 2

SAMPLE CERTIFICATION LETTER

MEMORANDUM TO ACP

FROM: MSM (Career Enhancement)

SUBJECT: Verification of Eligibility for Enlisted Incentive Payment

This is to certify that A1C John L. Van, 123-45-6789, meets the eligibility requirements for incremental payment number _____ of the _____(enlistment, reenlistment, retraining, prior service or affiliation) bonus for variable ____ (select appropriate variable) in the amount of _____ for _____unit training assembly periods. Next payment is due on _____.

JAMES T. SMITH, Major, USAF
Chief, MPF